

## **FIRE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of chief officer for the fire department. Work of this class is primarily administrative in nature and involves the planning, directing, and coordinating of all activities of the fire department. The employee of this class is responsible for managing fire suppression, training, fire prevention and arson investigation, and all related activities of the fire department, as well as for supervising the activities of all personnel employed by the fire department. The Fire Chief is subject to call at all times and may take command and direct operations at a fire or other emergency. The Fire Chief reports to and has work reviewed by the Mayor as representative of the appointing authority for the city.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops management policies, and determines goals and objectives for the department. Organizes the department by creating a structure that will best utilize available resources in providing fire protection services for the community.

Devises a risk management program and monitors the results of this program by investigating all accidents and injuries involving department equipment or personnel, determining the cause, and making changes in procedures to avoid future accidents. Develops and implements a safety program for the department.

Develops a report review system to be used as an inspection process for analyzing the quality of fire service. Establishes an internal affairs review process to investigate any violations of the code of conduct for department members, in order to remove any unfit personnel and to correct procedural problems.

Interviews prospective employees and makes recommendations for hiring. Maintains promotional eligibility lists and recommends promotions in accordance with civil service law. Establishes a system of performance evaluations and uses the information developed in these evaluations to make personnel management decisions. Develops a grievance resolution procedure that provides an equitable method for dealing with employee problems and complaints. Meets employee needs for communication,

confidence, trust, status, and healthful surroundings, while maintaining organizational goals.

Manages the operation of the general accounting system for the department to provide a record of liabilities, assets, and financial transactions of the department. Authorizes expenditure of funds allocated for fire department operations, making sure that such expenditures are in accordance with the budget.

Oversees and utilizes a system of information management designed to organize and process information for use in the administration of the department. Establishes policy concerning information kept, including providing for security of records. Supervises the preparation and maintenance of records and reports of the department. Completes those records and reports required of the chief administrative officer. Compiles, organizes, and analyzes data needed and writes reports required to document the operation of the department.

Promotes a positive public image of the department in the daily performance of duties. Coordinates the work of the department with related federal, state, and local agencies. Serves as official department representative at any required meetings. Makes speeches before school and civic groups. Works with boards and agencies whose operations affect the work of the fire department. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Handles complaints from the public concerning fire department operations or concerning procedures related to the handling of emergency medical services.

Determines target areas for fire prevention or public education and develops a public education program to meet identified community needs. Produces instructional materials for use in this program. Writes speeches and structures demonstrations on fire prevention topics.

Supervises subordinate department employees. Reviews work to be done and delegates assignments, outlines responsibilities and duties, and sets task priorities and long term goals. Provides work spaces structured for comfort, efficiency, and safety, and provides tools, supplies, and resources. Holds formal meetings with subordinates, and inspects appearance of equipment and personnel. Adjusts work schedules and approves leave. Monitors work pace and progress of assigned jobs. Counsels employees who are experiencing work problems, provides for employee growth and development, and motivates employees. Provides for on-the-job training. Maintains discipline.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides

for outside instruction to meet any training needs not available in the departmental training program. Serves as an instructor for formal classroom training. Acts as a consultant for smaller fire departments in surrounding areas.

Oversees the process of maintaining an inventory of supplies and equipment for the department. Reviews products and purchases equipment and supplies. Provides for and oversees a communications system for the department. Oversees the general care, maintenance, and use of departmental equipment, vehicles, and property. Arranges for repairs, and inspects equipment or property after repairs to see that these were properly handled. Prepares specifications on new fire department equipment for public bids.

Develops and implements an emergency management system, and directs and controls fireground operations. Directs and monitors intermediate command staff members who are responsible for various aspects of emergency scene operations. Directs the handling of emergencies involving hazardous materials. Develops and maintains a system to provide for organized rapid care to persons suffering from injury or illness.

Directs a program of fire inspections and fire investigations. Directs a program of pre- fire planning in order that the department might be prepared to provide rescue and fire fighting services to the community in the most efficient manner possible.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have an associate degree in fire science, fire administration, or a related fire management curriculum or a bachelor's degree in business administration, public administration, fire science, or a related curriculum and at least five (5) years of progressively responsible experience in paid fire service positions. Fire service experience must include experience in fire suppression and rescue, and may

include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least eight (8) years of progressively responsible experience in paid fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue, and may include work in paid positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.